

**Temple B'nai Israel**  
**4409 Grand Prairie • Kalamazoo, MI 49006 • 269-342-9170**

**Job Description**  
**Administrative Assistant**  
**Part-time: average 8-10 hours/week, \$10/hour**

This position offers administrative and clerical support to the religious leader, board officers, and committee chairs of Temple B'nai Israel. The Administrative Assistant reports directly to the board president.

Duties include:

- administrative support for printing, copying, correspondence, mailing, and other communications functions as requested by the board and the temple's religious leader
- inventory and stocking of temple supplies
- coordination of building usage for events (other than regular religious services and religious school) at TBI, including coordination of extra cleanings and set-up/tear-down of chairs and other equipment
- pick-up and distribution of postal mail from PO box
- checking and routing temple voicemail messages
- coordinate selected member fundraising efforts, such as Meijer Rewards
- coordination of High Holiday ticket sales
- filing of correspondence and records
- other assorted administrative duties as assigned

Qualifications include:

- high school diploma or GED required
- excellent organizational and communication skills
- intrinsic motivation and ability to work independently
- strong writing and proofreading skills
- strong service ethic

Interested candidates should submit a cover letter and résumé by July 15, 2015 to:

Personnel Committee  
Temple B'nai Israel  
PO Box 19666  
Kalamazoo, MI 49019

Or submit by email to [info@templebnaiisrael.com](mailto:info@templebnaiisrael.com)